



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S CAPTAIN

Class No. 005775

■ CLASSIFICATION PURPOSE

To direct a major organizational unit of the Sheriff's department; and to perform other related work.

■ DISTINGUISHING CHARACTERISTICS

This class is allocated only to the Sheriff's Department. Incumbents are assigned overall responsibility for a major division of the department with the assistance of Sheriff's Lieutenants for general supervision. As distinguished from the next higher class, Sheriff's Commander, the latter has the responsibility in directing and coordinating several divisions of the department.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, directs, coordinates, staffs, controls, and organizes assigned division of law enforcement and clerical employees to accomplish departments goals and objectives.
2. Develops and establishes instructions and policies; assigns and transmits them to subordinates.
3. Reviews work schedules.
4. Submits reports and makes recommendations to high-ranking officers.
5. Conducts field inspections.
6. Determines priority of needs, assigning of patrol beats, and assignments of backup units for field operations.
7. Ensures maximum security in jail.
8. Serves as a departmental liaison and advocate to the community and governmental entities; represents the commanding officer.
9. Advises attorneys and others concerning department procedures.
10. Assists officers in preparation of major crime cases for prosecution.
11. Reviews and evaluates division activity reports and incoming and outgoing correspondence, information, or activity.
12. Coordinates, reviews, recommends, and administers divisions budgets.
13. May be responsible for special projects in which assigned division is involved.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Department policies, procedures, and San Diego County Administrative Code.
- Grievance and discipline processes.
- Workload analysis.

- Supervision and counseling techniques.
- Budget analysis and effective utilization of fiscal resources.
- Departmental Memoranda of Agreement.
- Civil Service Rules and Regulations.
- Personnel management.
- Local, State and Federal codes as they apply to law enforcement.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

#### Skills and Abilities to:

- Prepare reports.
- Research and compile data.
- Analyze and interpret statistical data.
- Effectively communicate orally and in writing.
- Recognize, define, and resolve specific administrative and organizational problems.
- Work in a liaison capacity with various governmental agencies and the community.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: two (2) years experience as a Sheriff's Lieutenant, AND successful completion of required California P.O.S.T. Middle Management Course (Title II, Chapter 2, Section 1005C of Administrative Code of California).

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None Required.

##### Working Conditions

Office environment; exposure to computer screens.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

**New: January 6, 1964**  
**Revised: October 20, 1999**  
**Reviewed: Spring 2004**  
**Revised: March 31, 2006**

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Sheriff's Captain (Class No. 005775)

Union Code: SM

Variable Entry: Y